12.169 ZONE INCIDENT PLAN (ZIP)

References:

Procedure 12.145 - Critical Incident Response Plan
                   Coordination with Other Agencies
Procedure 12.146 - Ohio River Emergency Notification
                   Plan
Procedure 12.150 - Plan for Control of Disorders at
                   Hamilton County Adult
                   Correctional Facilities
Procedure 12.155 - Juvenile Youth Center Disorders
Procedure 12.160 - Rumors/Potential Civil
                   Disturbances
Procedure 12.170 - Civil Operations Disturbance Plan
Procedure 12.171 - Use of Mobile Command Center
Procedure 12.226 - Aircraft Crash Response and
                   Reporting
Procedure 12.300 - Investigation of Bombs and Bomb
                   Threats
Procedure 12.305 - Hazardous Materials (HAZMAT)
                   Incidents and Nuclear,
                   Biological, Chemical Threat
                   Response
Standards Manual - 12.1.2, 46.1.1, 46.1.2, 46.1.7,
                   46.1.8

Policy:

The ZIP system is a personnel deployment system
designed for rapid response to a variety of critical
incident situations. Applications range from those
of limited scope and area involving only one
district, provisions for addressing concurrent
incidents in multiple districts, and fully
expandable to include pervasive incidents affecting
the entire city. ZIP can be implemented by beat(s)
or entire district(s). How the system will be
implemented is at the direction of the district OIC,
as needed, in accordance with existing conditions.

ZIP is an accordion plan ensuring a concentration,
saturation, or inundation of police presence in
trouble areas. All preplanning has been completed.

The decision to implement ZIP is predicated upon any one or combination of, three factors: magnitude, severity, or duration. The ZIP system provides the option for rapid deployment of field units via the mobile data terminal (MDT), or for organized assignment at the staging area. Computer Aided Dispatch (CAD), preformed lineups, assignment rosters, and administrative resource materials drive the system.

Definitions:

ZIP – Acronym for Zone Incident Plan.

Beat – Current division of district areas. Subdivided into zones under both Patrol Plans "A" and "B".

ZIP Zones – Critical incident patrol zones containing one to five reporting areas. ZIP divides each beat into nine smaller zones, except English Woods, which is divided into eight zones.

Reporting Area – The smallest unit of area measurement recognized by CAD. The city is divided into 506 reporting areas. Each patrol area boundary is described on the MDT screen under ZIP.

ZIP Beat Cars – Units assigned as "saturation" cars. Their primary function is directed patrol for a designated beat. A unit may be a one, two, three (riot patrol unit) or four person (hi-profile rescue) car.

ZIP Zone Cars – Units assigned as "dispatch" cars. Their primary function is to patrol a designated zone(s) within a beat.

Patrol Plan "A" – Police Communications Section (PCS) designation for normal dispatch and unit numbering system. Each district is divided into three to six beats. Each beat is subdivided into two separate zones.

Patrol Plan "B" – PCS designation for ZIP dispatch and unit numbering system. Each beat is divided into nine zones, (except English Woods). Each zone has a maximum of five reporting areas. Cars operating in a zone will be assigned a specific reporting area for patrol.

Purpose:

Provide for a large scale, coordinated response of police forces to narrowly defined areas of concern.

Procedure:

A. General Duties:

    1. When it is known in advance that ZIP will facilitate management of an event, a captain or above can direct its use. When an event occurs without warning, a sergeant or above can initiate its use.

    2. All districts will store "master" ZIP lineups in a ready, safe location.

    3. All district supervisors will carry the following:

        a. ZIP Incident Plan Guide

        b. Form ZIP-100, a supply of ZIP lineups for each beat

        c. Form ZIP-101, Staging Area Rosters

        d. Form 614, Cincinnati Police Division Log

        e. Form 615, Equipment Issued inventory sheets

        f. Form 616, Mass Arrest Log sheets

    4. All incident supervisors will complete an after action report and attach a copy of Forms 614.

B. Incident Officer in Charge (OIC) Responsibilities (Refer to Procedure 12.145):

1. Implement the seven critical tasks for successful critical incident resolution in the following order:

   - Exercise command and control over the operation.

   - Establish the Kill Zone.

   - Identify an inner perimeter.

   - Identify an outer perimeter.

   - Identify a command post.

   - Identify a staging area.

   - Identify additional resources.

2. Evaluate the need for Standby Cars to respond. (refer to Procedure 12.170)

   a. The OIC can request Standby Cars to the scene, providing an additional eight officers and four supervisors.

3. Initiate a "Spontaneous Alert" or Phase I, if necessary.

   a. The initiation of a spontaneous alert does not necessarily commit personnel to the scene. It does, however, place the division in a deployment posture consistent with ZIP.

4. Initiate ZIP if necessary. (ZIP can be implemented at any time)

   a. Prepare a ZIP lineup.

      1) Refer to the ZIP System Assignment Keybook.

      2) Forward a copy of the lineup to PCS.

   b. Direct PCS to change from Patrol Pattern "A" to Patrol Pattern "B" for that beat and/or district.

      c.   Supervisors will ensure officers assigned to ZIP log off and re-log with the assigned unit number under Patrol Plan "B".

      d.   Decide whether to assign ZIP patrol areas to responding units at the staging area or via the MDT.

          1)   Use a MDT for transmission to field units.

          2)   Use a second MDT to receive information from field units.

5.   Issue necessary equipment.

      a.   Log on ZIP form 615 (Equipment Issued Inventory Sheet)

6.   Plan for escalation of the incident.

      a.   Ascertain the need for response by Alert units.

      b.   Use supervisors from other units to assist if necessary.

      c.   Consider the use of:

          1)   Non-uniformed sworn personnel.

          2)   In service training personnel (e.g. Firearms Training Unit, recruits).

          3)   Civilian police personnel.

          4)   Citizens volunteer units (e.g. civilian surveillance team, police explorers, civilian volunteers).

      d. Consider assistance from:

          1) Other city departments.

          2) Outside agencies (Queen City Metro, Red Cross).

          3) Utilities companies.

          4) The media.

7.   Determine additional needs for the Command Post.

8.   Brief command officers upon their arrival.

9.   Provide for the needs of personnel.

      a. Supplies, equipment and resources.

      b. Relief and sustenance.

      c. Medical, psychological, and clergy assistance.

10. Debrief group supervisors completing their tours of duty.

C. PCS Responsibilities:

  1. Initiate spontaneous alert procedures under Procedure 12.170 at the direction of a field supervisor.

  2. Immediately reprogram CAD for Patrol Plan "B" dispatch.

  3. Ensure the incident channel is monitored by the PCS officer in charge.

  4. Confirm with the incident OIC to:

      a. Continue or suspend normal operations on the primary channel.

b. Move either operation to Channel 8.

1) A dispatcher will be assigned to Channel 8.

5. Notify other districts that ZIP has been implemented and the location including which district(s), beat(s), and zone(s) involved.

D. Non-Incident District Supervisors' Responsibilities:

1. Undertake Alert procedures per Procedure 12.170.

2. Determine if their district is immediately adjacent to the trouble area and whether to implement ZIP in their district.

3. Assign a specific supervisor to oversee normal district operations.

4. Identify order in which supervisors will be dispatched to assist the incident affected district.

E. Responding Units Will (upon direction):

1. Respond directly to the staging area, or,

2. Forward their names, badge numbers, and radio and equipment numbers to the designated supervisor field unit via the MDT.

a. Responding units will then await their ZIP car number and verify receipt.

1) Log off the MDT to terminate use of their district car number, then relog on the MDT using their new ZIP number.

a) Zip Beat cars (saturation cars) (i.e.; 3172Z) will reflect the district and beat to be patrolled. The first number will indicate the district assigned for the incident. The second and third numbers are dedicated for CAD dispatch purposes and provide for the maximum amount of units to be assigned to one beat. The fourth number indicates the beat to be patrolled. A "Z" is placed at the end to indicate that ZIP is in effect. Thus, 3172Z is district 3, beat 2 unit.

b) ZIP Zone cars (dispatch cars) (i.e.; 3125Z) will reflect the district, beat and zone to be patrolled. The first number will indicate the district assigned for the incident. Numbers 1,2,3,4, or 7 will be used as the second number because they are normally designated as patrol units. The third number indicates the beat and the fourth number indicates the zone. Numbers 5 and 6 will not be used as the second number because they are designated as investigative or COP unit and not normally dispatched. A "Z" is placed at the end to indicate that ZIP is in effect. Thus, 3125Z is a district 3, beat 2, zone 5 unit.

b. Perform a ZIP Help function on the MDT using the parameter of the assigned car number to identify the area of patrol.

1) For example: Assignment as car 3211Z. Type HELP (SPACE) ZIP3*11. A list of numbers will appear. "Dispatch" cars are assigned to specific areas of patrol. A "Patrol Area" number appears alongside the Dispatch column. An example of an incident in District Three, beat two would appear as:

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ZIP          Patrol Area
3125Z        246
3225Z        248
3325Z        249
3425Z        250
3725Z        254
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2) Scroll down the screen to the patrol/reporting area text to determine the perimeter streets defining the patrol area of assignment. Record this information.

3) This function also lists areas and buildings that are critical within the patrol area.

c. Respond to the designated area of patrol.

F. Beat OIC Responsibilities:

1. Assume full supervisory responsibilities for all operations in their assigned area.

2. Provide direct supervision over:

a. Zone supervisors.

b. Deployment of beat cars "saturation cars."

G. Zone Supervisors' Responsibilities:

    1. Provide direct supervision over all units operating in their assigned zones.

    2. Perform periodic "Unit Status" (US) checks on the MDT to identify units assigned to the zone.

    3. Meet each unit to:

        a. Visually inspect officers and equipment.

        b. Issue special instructions.

H. De-escalation:

    1. All units will be directed to a central location for debriefing and dismissal.

    2. Group supervisors will ensure Command Post notification after:

        a. Accounting for all personnel under their direction.

        b. Completion of all necessary reports and forms.

        c. Return of all issued equipment.